## Fact sheet – Exchange program

**ICN BUSINESS SCHOOL ARTEM**

<table>
<thead>
<tr>
<th>Name of institution</th>
<th>ICN Business School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>F NANCY37</td>
</tr>
</tbody>
</table>
| Address             | ICN BUSINESS SCHOOL – ARTEM  
86 rue du Sergent Blandan – CS 70 148 – FR-54003 NANCY Cedex |
| Facebook            | [https://www.facebook.com/ICNbs.international](https://www.facebook.com/ICNbs.international) |

### International relations office

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
</table>
| **Head of International Relations Office**  
Frédérique BOUTIN  
[ frederique.boutin@icn-artem.com](mailto:frederique.boutin@icn-artem.com)  
+33 3 54 50 25 49 |
| **Exchange Programs Manager**  
Maria KOLNIKAJ  
[ maria.kolnikaj@icn-artem.com](mailto:maria.kolnikaj@icn-artem.com)  
+33 3 54 50 25 27 |
| **Exchange Programs Advisors**  
Sarah BAYEUL  
(maternity leave replacement for Juliane AMBLES)  
[sarah.bayeul@icn-artem.com](mailto:sarah.bayeul@icn-artem.com)  
+33 3 54 50 25 26  
Jenny HUET  
[jenny.huets@icn-artem.com](mailto:jenny.huets@icn-artem.com)  
+33 3 54 50 25 28  
Elisa LEON  
[elisa.leon@icn-artem.com](mailto:elisa.leon@icn-artem.com)  
+33 3 54 50 26 28 |

### General information for incoming students

**icnexchange@icn-artem.com**

### Important dates

<table>
<thead>
<tr>
<th>Application deadlines</th>
<th>1st semester/Year: May 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integration week</td>
<td>Beginning of September (Nancy and its region)</td>
</tr>
</tbody>
</table>
| Semester dates (including exams) | Mid-September to mid/end of December or October to end of January (MSc programs in Berlin)  
Early-mid January to mid/end of May |

* Seminar in the French Alps*
Fact sheet – Exchange program

ICN BUSINESS SCHOOL ARTEM

Admission procedure and requirements

<table>
<thead>
<tr>
<th>Admission procedure</th>
<th>Required documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nominate selected students ONLINE NOMINATION NEW!</td>
<td>1. Completed application form (with photo) signed by the home university</td>
</tr>
<tr>
<td>2. Send students application forms with the required documents</td>
<td>2. Curriculum vitae or resume in French or in English (depending on the language of study)</td>
</tr>
<tr>
<td></td>
<td>3. Letter of motivation in French or in English (depending on the language of study)</td>
</tr>
<tr>
<td></td>
<td>4. Copy of passport or identity card</td>
</tr>
<tr>
<td></td>
<td>5. Academic transcripts from the last 2 years.</td>
</tr>
<tr>
<td></td>
<td>6. For non-native English speakers: Copy of TOEFL or IELTS or TOEIC or Certificate of Cambridge if program in English or a certificate showing they have successfully completed a degree program taught in English or are currently studying in English at their home institution.</td>
</tr>
<tr>
<td></td>
<td>7. Attestation of French B2 level from home university if program in French</td>
</tr>
</tbody>
</table>

Language of instruction

- Undergraduate programs - Campus ARTEM Nancy, France
  - ICN Bachelor 3rd year (1st semester or full academic year only) 🇫🇷
  - ICN Bachelor – BBA program 3rd year 🇫🇷

- Graduate programs - Campus ARTEM Nancy, France
  - IPM International Program in Management M1 🇫🇷 (and/or 🇫🇷 (specializations vary in each campus)
  - Master in Management M2 🇫🇷 (and/or 🇫🇷 (depending on specialization)
  - ICN MSc in International Business Development M2 🇫🇷
  - ICN MSc in Luxury and Design Management M2 🇫🇷

- Graduate programs - Campus Berlin, Germany 🇩🇪
  - IPM International Program in Management M1 🇫🇷 (specializations vary in each campus)
  - ICN MSc in Marketing and Brand Management M2 (1st semester only) 🇩🇪
  - ICN MSc in Finance and Risk Management M2 (1st semester only) 🇩🇪
  - ICN MSc in Digital Transformation Management M2 (1st semester only) 🇩🇪

Graduate programs - Campus Paris, France
- IPM International Program in Management M1 🇫🇷 (specializations vary in each campus)

Language requirements for non-native speakers
- Programs taught in English:
  - B2 Level (CERF scale). TOEFL: 80 or IELTS: 6,5 or TOEIC: 750 or Certificate of Cambridge level C
- Programs taught in French:
  - B2 Level (CERF scale)

Required academic level(s) for exchange Students
- ICN Bachelor 3rd year / BBA Program: minimum 2 years of completed studies
- M1 programs: minimum 3 years of completed studies
- M2 programs: minimum 4 years of completed studies
Fact sheet – Exchange program

ICN BUSINESS SCHOOL ARTEM

Credit and grading system

| French grading system | 0 to 20 / 20  
|                       | 10 is a passing grade |
| ECTS credits          | • 30 ECTS credits per semester  
|                       | • 60 ECTS credits per year |

Additional information

VISA regulations

ICN Business School adheres to the CEF (Centre pour les Etudes en France) convention. Please click here to find out if you need to follow the CEF procedure.

Accommodation

ICN does not provide accommodation but helps to find different kind of accommodation. We recommend using the school’s platform dedicated to housing Studapart: http://housing.icn-artem.com Ask the international relations office for the access code and sign up!

• Furnished studios in private residences (about 300 to 400€/month)
• Furnished room in a state-owned university residence (about 150 to 350€/month)
• Private housing: prices will vary

Cost of living in Nancy

• From 400 to 700 Euros/month according to the type of accommodation  
  + Some examples on www.campusfrance.org/en

General fees

Approx. 70 Euros (library, sports facility etc.)

Mandatory health insurance

• Erasmus Students: European health insurance card  
• Others: French social security (upon registration at ICN)  
• Students from province of Quebec, Canada: SE401-Q106 form required (Ministry of foreign affairs) to be exempted from French student insurance costs  
• More information on www.campusfrance.org/en

Student association ESN Globe & Co

Facebook: https://fr-fr.facebook.com/GlobeAndCo

Pick-up service at the station by the student association “Globe and Co” team at the Nancy train station: globeandco@outlook.com.

Students MUST give 48-hours notice

Practical information

Please refer to the arrival guide that is available on our website and sent with the admission letter.